

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
ADMINISTRATIVE SERVICES BUREAU
MATERIALS MANAGEMENT DIVISION
TRANSFER OPPORTUNITY**

THIS IS NOT AN OFFICIAL EXAMINATION NOTICE

Procurement Assistant III

The Materials Management Division is seeking a highly qualified and well-organized individual to fill a Procurement Assistant III vacancy.

Requirements:

Must be a permanent Los Angeles County employee who holds the payroll title of Procurement Assistant III and have successfully completed their probationary period.

Essential Duties:

- Serves as the Section Manager for the Procurement Unit within the Materials Management Division to supervise lower-level Procurement Assistants and clerical staff in processing a large volume of routine and emergency purchases of supplies, equipment, and service as well as maintaining procurement records and preparing procurement reports.
- Ensures compliance with established County and departmental purchasing policies and procedures.
- Reviews and assists in writing detailed Statements of Work (SOW) and Technical Specifications (T-Specs) to ensure appropriate solicitation guidelines are followed.
- Interacts with ISD for purchases above the department's delegated purchasing authority and resolves issues with eCAPS requisitions and SOWs and/or T-specs.
- Participates in procurement meetings with various programs and clinics to recommend the best possible solution to meet or exceed operational needs.
- Conducts procurement trainings to familiarize end-users with departmental and ISD purchasing policies and procedures.
- Reviews and approves Special Requests (SRs) for purchases of supplies, equipment, and services.
- Reviews purchase orders for accuracy of price, quantity, UOM, vendor, and supporting documentation.
- Analyzes the procurement trends in various bureaus and programs and recommends effective and efficient methods to improve the procurement process.
- Interacts with various levels of departmental managers and staff, other County officials, and vendors.
- Resolves invoice discrepancies with Accounts Payable staff and vendors to ensure payments are made within the required 30-day period upon receipt of invoice.
- Conducts annual performance evaluations for all staff in the Procurement Unit and recommends trainings as needed.

If interested, please send your Resume, last two (2) Performance Evaluations, and attendance records

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AN EQUAL OPPORTUNITY EMPLOYER

